

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Behavioral Health	(2) MEETING DATE 11/26/2013	(3) CONTACT/PHONE Jeff Hamm 781-2855 Tami Douglas-Schatz 781-5960	
(4) SUBJECT Submittal of resolution amending the Position Allocation List (PAL) for Fund Center 166 – Behavioral Health by deleting 3.50 FTE Medical Records Technician and 5.00 FTE Senior Medical Records Technician positions and adding 6.50 FTE Health Information Technician I or II and 2.00 FTE Health Information Technician III, approving the new classification series Health Information Technician I II III and setting salary range.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the resolution amending the Position Allocation List (PAL) for Fund Center 166 – Behavioral Health by deleting 3.50 FTE Medical Records Technician and 5.00 FTE Senior Medical Records Technician and adding 6.50 FTE Health Information Technician I or II and 2.00 FTE Health Information Technician III, approving the new classification series Health Information Technician I II III and setting salary range.			
(6) FUNDING SOURCE(S) 166-Behavioral Health	(7) CURRENT YEAR FINANCIAL IMPACT \$10,999.00	(8) ANNUAL FINANCIAL IMPACT \$18,855.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Tami Douglas-Schatz, Human Resources Director

DATE: 11/26/2013

SUBJECT: Submittal of resolution amending the Position Allocation List (PAL) for Fund Center 166 – Behavioral Health by deleting 3.50 FTE Medical Records Technician and 5.00 FTE Senior Medical Records Technician positions and adding 6.50 FTE Health Information Technician I or II and 2.00 FTE Health Information Technician III, approving the new classification series Health Information Technician I II III and setting salary range.

RECOMMENDATION

It is recommended that the Board approve the resolution amending the Position Allocation List (PAL) for Fund Center 166 – Behavioral Health by deleting 3.50 FTE Medical Records Technician and 5.00 FTE Senior Medical Records Technician and adding 6.50 FTE Health Information Technician I or II and 2.00 FTE Health Information Technician III, approving the new classification series Health Information Technician I II III and setting salary range.

DISCUSSION

As a division of the County's Health Agency, the Behavioral Health Department provides mental health services to County residents who are experiencing family, personal, or psychiatric issues. A key component in the effective delivery of these services is performed by the County's Medical Records Technicians (MRT). MRT's assist by verifying the accuracy and completeness of client medical records, treatment plans, billing records and reimbursement requests.

The Behavioral Health Department has transitioned from a paper based record keeping system to an electronic health records system (EHRS). Questions regarding the system's impact on the work of the MRT's and a position study request, led the Human Resources Department to undertake an organizational study of this work unit. The study revealed that the EHRS has allowed certain duties to be reassigned to lower level classifications, such as Administrative Assistant, while simultaneously allowing clinicians to directly input client information into the system. This shifting of work duties has moved the focus of the current MRT positions away from filing and data entry to more of an audit and quality assurance function. The study resulted in the development of a class series that more accurately describes the duties of the incumbents and the establishment of a leadworker classification. Leadworkers have some oversight responsibilities for a group of employees, but do not have formal supervisory authority for staff. A lead worker classification is needed to assist the Medical Records Manager oversee the 8.50 Full Time Equivalent (FTE) MRT/Senior MRT and 13.5 FTE Administrative Assistants assigned to this unit.

This new class series entitled Health Information Technician (HIT) I, II, III will replace the existing MRT and Senior MRT classifications. The title of HIT I, II, III was selected as it is the more contemporary classification title for the industry and is supported by the American Health Information Management Association. The HIT III's will report directly to the County's Medical Records Manager and will be responsible for additional duties, including: testing software updates to the electronic health records system, recommending policy and procedural changes arising from legislative actions, changes in county procedures and system updates, as well as providing internal support to clinicians and other Health Information Technicians.

It is anticipated that 1.00 FTE will be reclassified from MRT to the journey worker HIT II, and that 2.00 FTE will be reclassified from Senior MRT to the leadworker, HIT III classification. The remaining 2.50 FTE MRT and 3.00 FTE Senior MRT's will be reallocated to the HIT I and HIT II classifications respectively.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved the new specifications in August of 2013. The County Administrative Office, Health Agency, Human Resources and the San Luis Obispo County Employee Association concur with this recommendation.

FINANCIAL CONSIDERATIONS

The salary with benefits for the new HIT I is equal to the current MRT classification. Similarly, the salary with benefits for the new HIT II is equal to the current Senior MRT classification. The estimated salary for the new HIT III classification with benefits has a total annual cost of \$88,409, approximately \$6,122 above the HIT II. The three positions that are anticipated to be reallocated will result in an additional cost of approximately \$10,999 for the remainder of Fiscal Year 2013-14

RESULTS

The new classification descriptions provide a more accurate description of the duties and qualifications of these positions. The establishment of the class series creates potential career path for staff and clearly distinguishes the level of work assigned for each classification. Once appointed, the Health Information Technician III positions will provide additional leadership to staff and will provide supervisory support to the Medical Records Manager.

ATTACHMENTS

1. PAL Resolution for Behavioral Health Fund Center 166
2. Health Information Technician class specification